

Report Date: 13 May 2014

**Summary Report for Individual Task
101-92A-1410
Process Monthly Customer Due-Out Reconciliation
Status: Approved**

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD6 - This product/publication has been reviewed by the product developers in coordination with the Fort Lee, VA foreign disclosure authority. This product is releasable to students from foreign countries on a case-by-case basis.

Condition: Assigned as an Automated Logistical Specialist working in the stock control section of the Supply Support Activity (SSA) with a requirement to generate and export the monthly due-out reconciliation for supported units that are not in GCSS-Army and using legacy logistics information systems. Given a computer system with the GCSS-Army software installed and configured, Microsoft Excel software and access to the EUM+.

Standard: Correctly generate thereconciliation using ZPROSTAT, export to Microsoft Excel and provide report to non GCSS-Army supported customers. Clear any discrepancies after return by customer.

Special Condition: None

Safety Risk: Low

MOPP 4:

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Run the reconciliation report using ZPROSTAT (References: GCSS-Army EUM+).
 - a. From the GCSS-Army Portal select the transaction ZPROSTAT.
 - b. Click the "Get Variant" button to open the "ABAP: Variant Directory of Program Z_IPOR_ORDER_STATUS box."
 - (1) Click on the "CUSTRECON" list item.
 - (2) Click the "Choose" button to process, the system places 45* in the "Purchasing Document Number" field.
 - c. Click the "Storage Location Multiple Location" button located in the "Order Selection" section of the screen.

Note: The system opens the "Multiple Selection for Storage Location" box which is used to list customer units requiring a RECON.
 - d. Open Microsoft Excel spreadsheet listing II units requiring a RECON.
 - (1) Copy the customer list from the spreadsheet by using the CTRL+C function.
 - (2) Click the "Upload from Clipboard" button.
 - (3) Click the "Execute" button to process.
 - e. Click the "Execute" button to run the RECON report.

Note: The system runs the report and displays all open orders for the units selected.
 - f. Export the report to microsoft Excel.
 - (1) Click the "Export" button.
 - (2) Click the "Local File" list item. The system opens the "Save list in file" dialog box.
 - (3) Click on the "Spreadsheet" option button.
 - (4) Click the "Continue" button. The system opens the "Order Status Report" dialog box.
 - (5) Click on the "Directory" field dropdown button, the system opens the "Save In:" box.
 - (6) Key in the file name to be given to the downloaded file in the "File Name:" field.
 - (a) Click the "Desktop" button.
 - (b) Click the left of the .XLS "FileName" field.
 - (c) Key in your entry in the filename field (example: Monthly Recon-2013-03-12.XLS).
 - (d) Click the "Save" button. The system closes the "Save In:" box.
 - (7) Click the "Generate" button to open the report in Excel.
 - (8) Sort the report in Excel by SLoC and create individual reports for each customer.

(9) Forward to customer based on your local SOP.

2. Resolve unmatched reconciliation lines (References:).

a. Receive the customer RECON packet (Customer DCR, cover sheet and completed RECON).

b. Research any mismatched lines and anomalies.

c. From the GCSS-Army portal select transaction ZEDF.

d. Take necessary corrective action.

(1) Inform customer of actions taken.

(2) Conduct a face-to-face with the customer when the RECON percentage is less than 95%.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the soldier GO if all performance measures are passed. Score the soldier NO-GO if any performance measure is failed. If the soldier scores NO-GO, show the soldier what was done wrong and how to do it correctly.

Evaluation Preparation: At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Ran the monthly reconciliation using ZPROSTAT.			
2. Resolved unmatched reconciliation lines.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	GCSS-Army EUM+	GCSS-Army End User Manual Plus	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks :

Task Number	Title	Proponent	Status
10-2-4008	Provide Class II, III (Packaged), IV, VII, IX, Map Supplies and Bottled Water	10 - Quartermaster (Collective)	Approved
10-2-0717	Direct Supply Operations	10 - Quartermaster (Collective)	Approved
10-2-0014	Set Up Supply Operations	10 - Quartermaster (Collective)	Approved

ICTL Data :

ICTL Title	Personnel Type	MOS Data
92A Automated Logistical Specialist SL10 ICTL	Enlisted	MOS: 92A, Skill Level: SL1